

GENERAL INSTRUCTIONS FOR REPLACEMENT MANAGER APPLICATIONS

When replacing a manager for a licensed company in the State of Texas, you will be required to pay the \$100 Manager's Exam fee based on one of the following conditions:

- If you have not passed the Manager's Exam
Or
- If you previously held a Manager's Registration that has been expired for two or more years.

Replacement Manager or Supervisor:

1. Completed [PSB-04A](#) (Owner/Manager Application) form or [PSB-04B](#) if utilizing the online application process
NOTE: ON THE PSB-04, THE HIRE DATE MAY NOT PREDATE THE TERMINATION DATE OF THE PREVIOUS MANAGER.
2. \$30.00 registration fee + \$3.00 subscription fee = **\$33.00**
3. \$100 Manager's Exam fee
Manager's Exam & fee exemption - You are exempt from the exam, and the \$100 exam fee, if you are an active manager or have previously held a manager's license that has been expired less than two years.
4. **By mail : \$25.00** FBI fingerprint fee and submit two classifiable & completed fingerprints on Board issued fingerprint cards
OR
By internet utilizing the TexasOnline and IBT services: \$25.00 FBI fingerprint fee and provide a copy of your signed IBT FAST Receipt.
Note: If you are a current Peace Officer, you are not required to submit FBI fingerprint cards or the \$25.00 FBI fee; however you must submit form [PSB-49](#) Peace Officer Fingerprint Waiver along with your application.
5. Completed [PSB-02](#) (Verification of Experience) form showing required experience.
Note: Peace officer experience will not be approved unless it is specified as "full time and paid."
6. Send in application with all fees and requirements. A letter will be sent to the manager applicant in regard to the test date.
Note: Manager must qualify by passing a manager qualification examination administered by the Private Security Board (140 questions-multiple choice-true/false).
7. Termination Notice ([PSB-19A](#)) for current Manager (This form must be submitted to the Board within 14 day of the date of termination).
8. Fees submitted by mail must also have a [PSB-50](#) form attached.

FEES SUBMITTED BY MAIL MUST BE IN THE FORM OF A CASHIER'S CHECK, MONEY ORDER OR COMPANY CHECK OR FEES MAY BE PAID ELECTRONICALLY WITH A CREDIT CARD BY UTILIZING THE TEXAS ONLINE SERVICE.

ALL FEES SUBMITTED TO THE BOARD ARE NOT REFUNDABLE OR TRANSFERABLE.